

**ADMINISTRATIVE - INTERNAL USE ONLY**

Approved For Release 2001/09/03 : CIA-RDP79-00498A000300030004-1

DD/A Registry
76-3725

26 JUL 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Providing Services for the Intelligence Community Staff

1. This is in response to your request for a listing of services which could be provided by Office of Personnel to the Intelligence Community Staff when it is established as a separate agency. As an independent organization, ICS will be required to routinely perform a number of basic personnel administration and management functions and establish internal policies, procedures and programs for their effective implementation. While the Agency may continue to provide certain advisory, consultative, and in some few instances supportive assistance, ICS must anticipate allocation of sufficient personnel resources and organizational structure to adequately service the basic personnel functions. Attachment I is a list of the functions which constitute an independent personnel program or system.

2. As noted above, the various OP offices can provide advice and guidance for the performance of the listed functions. In only a few instances do we see areas where it would be feasible or legal to provide substantive assistance. A second list, Attachment II, has been prepared which itemizes functions where such support would be more than limited advisory and, could, we believe, require additional positions. Also noted in a third list, Attachment III, are functions which would not appropriately be provided by CIA to an independent agency, but would be required during the transition year and which, in turn, would require additional personnel. The services provided by OP are not ordinarily subject to monetary payments such as reimbursement; the service of individuals requires reimbursement in kind, hence our requirements for supplement are for positions.

STATINTL

3. The comments herein are directed to a ICS complement [REDACTED] The final size of the new agency, its "excepted" or "competitive" status, the makeup of the personnel complement (e.g. the number who are employees of the new agency and the percentage of detailees, including active duty military personnel) would have an affect on the type and amount of service which could or would be provided by CIA.

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4. While not a service provided to the ICS in the sense of your request, the matter of detailees from the Agency to ICS is expected to impact heavily on OP. The current practice in CIA for details to other Government agencies is for clericals to be administered by SPD and professionals by their parent component. We recommend in this case, where ICS is at least initially expected to have a large CIA detailee group, the administration be centralized in SPD for all detailees. Whatever the decision, if the details exceed 25, SPD would require an additional employee for their continuing administration.

5. This review of the level and nature of the requirements for Office of Personnel services makes it evident that the prospective support staff of the ICS would benefit from a coordinated approach to establishing the administrative structure of the new Agency. We recommend consideration be given to creating a working Task Force to assist the new staff in making the judgments and decisions necessary for the development of policies and the establishment of the procedures required for the effective operation of the support functions.

6. In sum, the Office of Personnel can provide advisory services to an ICS personnel staff without undue problem. Any substantive assistance, however, over a period of time would require additional personnel. The legal ramifications of providing certain services and the status of the new agency will, of course, determine the level of the substantive services CIA can provide in the personnel field. The type and level of the substantive services required will, in turn, determine the number and the level of the positions required by OP to provide the designated services.

STATINTL

[REDACTED]  
F. W. M. Janney

Atts.

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Providing Services for the Intelligence Community Staff

FROM:	Director of Personnel 5 E 58, Hqs.	EXTENSION	NO.	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
				RECEIVED	FORWARDED		
1.	Deputy Director for Administration						Personnel CI Unit of what they can do to provide services for IC Staff
2.	7 D 26, Hqs.						
3.	EODDA	26 JUL 1976	SO				
4.	ADDA <i>Reen</i>						
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

Attachment I

Basic Personnel-Related Functions Which Will Have To Be  
Performed By ICS As An Independent Agency

(1) Applicant related functions (Prof-tech-clerical

Application forms  
Referrals  
Screening/Interviewing  
Files  
Correspondence  
Clearances  
Testing  
Travel

(2) Employee Administration

Affirmative Action Programs (EEO, Handicapped)  
Appointment Actions  
Casualty Assistance  
Civil Service Retirement Processing  
Combined Federal Campaign  
Consultants  
Contract Employees

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Detailees (Civilian-Military)  
Administrative Agreements  
Liaison/Negotiation with Other Agencies  
Status Reports  
Executive Order 11905  
Dual Compensation Briefing - Retired Military  
EEO Counseling  
Employee Counseling  
Employee Emergencies  
Contact/Location/Telephone Information  
Employment Applications  
Employment Advertising  
Internal/External  
Employment Verification  
Credit Verification  
Leave Status  
Record Checks Between Agencies (SF-75)  
Service Record Card (SF-7)  
Privacy Act Accountings and Disclosures

EOD Orientation (Prof-Clerical)  
Exit Interviews (Prof-Clerical)  
Exit Processing

Fair Labor Standards Act  
Federal Employee's Compensation  
FEGLI  
Fitness Reports ( Agency and other Agency formats and schedules)  
Call-up  
Conformance

Handicapped Employees Program  
Hatch Act  
Political Activities  
Honor and Merit Awards  
Household Effects/POV  
Shipment

Insurance Coverage (Hospitalization-Life-Other)  
Claims  
Premiums  
ID's

Leave (Sick-Annual-LWOP)  
Length of Service Awards  
Longevity Computation Dates

Mail Room  
Marriage to Aliens

Non-Standard Work Schedules

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NSCA

Official Personnel Files

Control and Loan

Ordering (Internal and External)

Active

Terminated

Passports (Visa Requirements)

Pay Rates

Personnel Actions (Staff-Contract)

Preparation (Reassign., WGI, LGI, QSI, SEP)

Approvals

Recording

Distribution

Placement (Prof-Clerical)

Recruitment

Salary Retension

Savings Bond

Separation Compensation

Service Computation Dates

SPS Schedules

Step Increase Withholding

Suggestion Awards

Evaluation

Summer Only Program

Suspensions (Security Violations)

Terminations

Transcripts of Service

Travel (Prof-Clerical)

Advances

Reimbursements

Invitee

Arrangements (U.S. - Foreign)

Insurance

Orders

Troubled Employees

Alcholism/Drug Abuse

Wage Administration

## **(3) Personnel Management**

Personnel Development

Position Management

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Position Classification

Ranking Assignment, Promotion Board/Panel Structure

Internal personnel management evaluation

Supergrade Administration and Management

(4) Other

Internal Regulations, Notices

Records Administration

Controls

Maintenance

Disposal

Storage

Reports (Internal and External)

Statistical

Status

Recurring

Special

Forms Development

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Attachment II

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POSSIBLE CONTINUING FUNCTIONS SUPPORTED BY CIARecruitment

Could probably provide basic recruitment services without reimbursement or position if requirements remain under 100 per year (clerical and professional). Anything above that would impact adversely on the services required by the Agency itself.

Contract Preparation

C/CPD would have no authority to execute contracts for ICS as an independent agency; however, if the number of contract personnel does not exceed 75, CPD could prepare the contracts. (Maybe should ask for payment for preparation services.)

Central Processing

(1) Could arrange travel reservations-- though it would probably be an inconvenient arrangement for pick up and delivery.

(2) If CCS concurs (CCS provide the basic service) and JCS members would come to Langley for the necessary processing, could provide Passport and Identification documentation.

If these above services are provided, we believe an additional courier would be needed for the pick up and delivery and priority handling which would undoubtedly be required.

Retirement

Would prepare estimates of annuities and could, if appropriate arrangements made, handle verification of prior government service. Processing of CSC application for CS Retirement would require payrolling by OF.

Assist resinees or retirees to look for other employment (EEAB).

Advisory Svc./No Reimbursement	Reimburse- ment	Position
X (see note in Position)		GS-13 if numbers exceed 100.
X		
		GS-04
X		
X		

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Advisory Svc./No Reimbursement	Reimbursement	Position
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Insurance

## (1) Federal Program

ICS as an independent agency would be required by law to designate an officer to administer the Federal Insurance programs-- FEGLI, FEHBP. BSD can provide information and assistance only.

X

## (2) Non-Statutory Insurance Program

(GEHA) By-laws currently restrict membership to CIA employees. If it is desired to provide continued coverage to transferees or to offer this program to new ICS employees, GEHA Board action is required, including change in by-laws. If approved, do not believe additional personnel would be required.

X

PMCD

Could provide substantive assistance in development and implementation of a position management and classification program.

GS-13

X

If services would be limited advisory or consultative assistance such as performed with other government agencies, the workload would not be excessive.

Staff Personnel Division

If the administration of details to ICS is centered in SPD and the number of details exceed 25, assistance would be required.

GS-9

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TRANSITION SERVICES

The normal personnel services now provided to ICS would continue through the transition period without reimbursement or additional position requirements. However, we believe additional positions may well be needed if OP is asked to provide extensive assistance, and advisory or substantive services in the establishment of a personnel system for ICS.

Following is a list of functions which we see as requiring a high level of contribution from OP in establishing the ICS personnel system and requiring additional personnel.

Military Personnel Branch

Position Required

Increased requests for assignment of military personnel will severely impact on MPB which is already operating on an exceptionally lean complement.

GS-09

Position Management and Compensation Division

As noted in Attachment II, any substantive assistance in establishing a staffing complement will require an additional officer for PMCD.

GS-13

(See Attachment II for related Comment)

General Support in OP Matters

Provide guidance and assistance in preparation of regulatory issuances, computer programs for personnel records, general administrative and processing procedures, et al.

GS-14